

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES**

**DATE: FEBRUARY 22, 2016**

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SOKOL  
SIMPSON  
SEEBER  
FRASIER  
STROUGH  
MCDEVITT  
MACDONALD  
BRAYMER

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR VANSELOW

**OTHERS PRESENT:**

**REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:**

PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES  
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION  
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION  
TAWN DRISCOLL, FISCAL MANAGER

**REPRESENTING THE EMPLOYMENT & TRAINING ADMINISTRATION:**

CHRIS HUNSINGER, DIRECTOR  
SHARON SANO, SENIOR COUNSELOR

**CHRISTIE SABO, DIRECTOR OF OFFICE FOR THE AGING**

**REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:**

CYNTHIA SCHROCK SEELEY, DEPUTY COMMISSIONER  
JULIE MONTERO, FISCAL MANAGER

**ROB YORK, DIRECTOR OF MENTAL HEALTH**

**DEANNA PARK, DIRECTOR OF COUNTRYSIDE ADULT HOME**

**PAUL DUSEK, COUNTY ADMINISTRATOR**

**AMANDA ALLEN, CLERK OF THE BOARD**

**SUPERVISOR BROCK**

**AMY BARTLETT, TEMPORARY ASSISTANT COUNTY ATTORNEY**

**DON LEHMAN, *THE POST STAR***

**THOM RANDALL, *ADIRONDACK JOURNAL***

**SAMANTHA HOGAN, SENIOR LEGISLATIVE OFFICE SPECIALIST**

---

*Please note, the following contains a summarization of the February 22, 2016 meeting of the Health, Human & Social Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2016/health/>*

Mr. Sokol called the meeting of the Health, Human and Social Services Committee to order at 1:15 p.m.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Human, Health and Social Services Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Chris Hunsinger, Director of Employment and Training Administration (ETA), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the ETA agenda review, Mr. Hunsinger presented the following requests:

- 1) To amend the County Budget in the amount of \$1,509 to reflect reimbursements in Trade Adjustment Act Funding for the training of four dislocated workers.

Motion was made by Mr. Strough, seconded by Mr. Simpson and carried unanimously to approve the request to amend the County Budget and to refer same to the Finance, Personnel and Higher Education Committee. *A copy of the request on file with the minutes.*

- 2) To authorize Sharon Sano, Senior Counselor (ETA) and Tara Booth, Counselor (ETA), to attend the 2016 New York Association of Training and Employment Professionals (NYATEP) Youth Academy at the Holiday Inn, Saratoga Springs, NY on March 21-23, 2016.

Motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to approve the travel request. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

- 3) To authorize the Chairman to sign 10-year lease agreement with the New York State Department of Labor for the sub-lease of office space for the Employment and Training Administration, located at 333 Glen Street, Glens Falls, NY, in the amount \$57,796.46 per year.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving on to Referral/Pending Items, Mr. Hunsinger noted in regards to the Test Assessing Secondary Completion (TASC) vs. General Equivalency Diploma (GED) comparison, TASC seemed a little more difficult as it now included curriculum for Common Core Standards. He added this was the reason they offered training in advance.

Mr. Hunsinger informed they would be looking to fill a seasonal, part-time supervisor position for the youth work crew, and stated if anyone was interested or knew of someone who would be to have them contact the Employment and Training Office.

Privilege of the floor was extended to Christie Sabo, Director of Office for the Aging (OFA), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Sabo presented the following requests:

- 1) To extend contracts with various subcontractors under the Community Service for Elderly (CSE) program for 2016 as listed on the request form included in the agenda packet.

Motion was made by Mr. Simpson, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the March 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To extend contracts with various subcontractors under the Expanded In-Home Services for the Elderly Program (EISEP) Program for 2016 as listed on the request form included in the agenda packet.

Motion was made by Mrs. Frasier, seconded by Mr. MacDonald and carried unanimously to approve the request and the necessary resolution was authorized for the March 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To extend contracts with various subcontractors under Title III-E (Family Caregiver Support) Program for 2016 as listed on the request form included in the agenda packet.

Motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the March 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To submit a grant application to obtain Medicare Improvements for Patients and Providers Act (MIPPA) Funding from the New York State Office for the Aging, Division of Policy, Planning, Program and Outcomes, in an amount not to exceed \$16,410.

Motion was made by Mrs. Frasier, seconded by Mr. Simpson and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding the OFA agenda review, Ms. Sabo advised her office would be adopting a policy to follow healthy eating guidelines when serving food at meetings and training events as well as collaborating with SUNY Plattsburgh on the Caregiver Support Initiative.

Privilege of the floor was extended to Cynthia Schrock Seeley, Deputy Commissioner of the Department of Social Services (DSS), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Schrock Seeley presented the following requests:

- 1) To appoint Michael Cherubini, Town of Hague Board member, and Lori O'Shaughnessy, Queensbury Parks & Recreation, to the Warren County Youth Board for the term effective 1/1/2016 and terminating on 12/31/2016.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the appointments and the necessary resolution was authorized for the March 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To increase salary of the First Assistant Social Services Attorney from \$67,052 to \$70,000.

Motion was made by Mr. McDevitt and seconded by Ms. Braymer to bring the request to the floor.

Ms. Braymer questioned whether this individual had received the 2.5% salary increase at the beginning of the year. Ms. Schrock Seeley answered affirmatively, advising this individual had applied to the position available in the County Attorney's Office due to the higher salary; however she noted, she did not want to lose her over minimal salary differential.

Mr. Dusek stated there was a range in salaries throughout the County and felt that this change was something that would add equity in these positions.

After a brief discussion Mr. Simpson called the question and the motion was carried by a majority vote, with Ms. Braymer voting in opposition, to approve the request for the salary increase and refer same to the Finance, Personnel and Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Deanna Park, Director of Countryside Adult Home, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review Ms. Park presented the following requests:

- 1) To reclassify the union position of Laborer (Grade 2, Annual Base Salary of \$25,281) to full time Food Service Helper (Grade 2, Annual Base Salary of \$25,281) at the request of the Personnel Officer. She added this would better describe the current responsibilities of the position.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request to reclassify position and refer same to the Finance, Personnel and Higher Education Committee. *A copy of the request is on file with the minutes.*

- 2) To authorize Ms. Park to attend the Empire State Association of Assisted Living (ESAAL) Annual Conference at the Saratoga Hilton in Saratoga, NY on 5/1/-5/4/2016.

Motion was made by Mr. McDevitt, seconded by Mr. Strough and carried unanimously to approve the travel request as presented. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Next, Ms. Park reviewed the Overtime Report that reflected the latest cycle and advised if anyone had any questions they could feel free to contact her.

Lastly, Ms. Park announced on March 11<sup>th</sup> Countryside Adult Home would be hosting a Community Night with a St. Patrick's Day theme from 6pm to 8pm.

Privilege of the floor was extended to Julie Montero, Fiscal Manager for DSS, who reviewed the DSS Revenue and Expense Report included in the DSS Agenda, and noting that they were still in good shape, but there had been some need for overtime due to vacancies and training.

Privilege of the floor was then extended to Rob York, Director Mental Health, who distributed copies of the Mental Health agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review Mr. York presented a request to approve a three-year lease agreement with the Warren-Washington Association for Mental Health, Inc. to provide office space for the Office of Community Services for Warren and Washington Counties.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined and the necessary resolution was authorized for the March 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. York gave a power point presentation outlining the makeup of his Office and the services provided. *A copy of the power point presentation is on file with the minutes.*

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the Public Health agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Auer presented the following requests:

- 1) To amend agreement with North Country Home Services to reflect a rate increase from \$26.52 per hour to \$27.04 for Home Health Aide Services effective March 21, 2016, and to delete Personal Care Aide services as they were no longer needed.

Motion was made by Mr. Simpson, seconded by Ms. Braymer and carried unanimously to approve the request to amend the agreement as outlined and the necessary resolution was authorized for the March 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend agreement with Shoreland Inc. to reflect an increase in the annual contract amount from \$895.00 per year to \$975.00 per year, and to allow automatic renewals.

Motion was made by Mr. MacDonald, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving on to Referral/Pending Items, Ms. Auer followed up on last months discussion regarding the transmission issues with the Public Health Divisions 2013 Ford Fiesta fleet vehicles. She noted she had been working with Dan Smith, DPW Shop Supervisor and Paul Dusek, County Administrator, as well as Nemer Ford to get the issue resolved. Mr. Dusek stated that he had heard from Mr. Nemer who was concerned with being able to receive the parts needed. Mr. Dusek informed the Committee that Mr. Nemer had the Regional Manager with Ford contact him and was advised they would expedite the parts as soon as possible, but noted they were currently on back order.

Moving on to Item 5, Ms. Auer advised Attachment No.1 was a review of the Emergency Response and Preparedness Activities for the month. *A copy of the monthly report is on file with the minutes.*

Sharon Schaldone, Assistant Director of Home Care Division, reviewed the status of referrals, advising that in comparison to 2015 the figures were down, but the decrease was very minimal.

Next on the agenda was update on Personnel Issues; Ms. Auer noted the New York State Department of Health Survey for the Division of Public Health had completed an unannounced audit on the Division of Public Health. She expounded they were told the auditors were very impressed with what they had found and although they had yet to receive the official report, she did not expect any deficiencies. Ms. Auer congratulated Ginelle Jones, Assistant Director of Public Health, for her exemplary upkeep of many policies and procedures, and her excellent organizational skills.

Ms. Auer said it was with heavy heart that she reported after 34 years with the County, Ms. Schaldone would be retiring in April and that her position would need to be filled. She added it was a non-bargaining position and a salary study would need to be performed.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to fill the vacancy and refer same to the Finance, Personnel and Higher Education Committee to set the final salary for the position subject to a salary study.

Ms. Auer noted next on the agenda was the Rabies Program Report which was depicted in Attachment No. 5; she added the numbers indicated the animals that had received the rabies vaccine at clinics. Ms. Auer added that the Rabies Clinic schedule for 2016 was posted on the County website, and the schedule had been sent to all towns and the City of Glens Falls.

Discussion ensued with regards to other types of possible disease carrying insects.

Tawn Driscoll, Fiscal Manager, gave an update on the month's closing financials as well as the closing numbers for 2015; she noted, they would not receive final numbers until the preschool revenue was accounted for in March. She advised the expenses and revenues were lower than in prior years as shown on the Attachment #3. She stated that she anticipated to have more information in regards to the current year before the March Committee meeting.

As there was no further business to come before the Health, Human and Social Services Committee, on motion made by Mr. Strough and seconded by Ms. Braymer, Mr. Sokol adjourned the meeting at 2:52 p.m.

Respectfully submitted,  
Samantha Hogan, Senior Legislative Office Specialist